

**HELENA AREA TRANSPORTATION ADVISORY COUNCIL
(HATAC)**

**Tuesday, March 17, 2015 Monthly Meeting Minutes
(Intermountain Board Room, 3240 Dredge Drive, East Entrance)
2:30 PM to 3:30 PM**

Attendance:

Les Clark (MILP), Jaymie Sheldahl (RMDC-Head Start/HATAC Secretary), Matt Elsaesser (City of Helena Commissioner), Bob Maffit (MILP), Steve Larson (HATS), Paul Kindt (PEERS), Walter Hanley (RMDC), Mike Hruska (Capital Taxi), Kim Kurokawa (St. Peter's Hospital), Saundra Lowry (RMDC/AOA), Trish Sorenson (Riders Council), Jessica Peterson (Advocacy Coalition), Karen Lane (L&C C-C Health Dpt.), Laura Erickson (L&C County), Elizabeth Andrews (HATAC Chair)

Conference Phone: phone not operational for meeting

Introductions:

Meeting called to order at 2:40 pm and started with introductions. All in attendance encouraged to sign sign-in sheet. HATAC Chair late to meeting. HATAC Secretary Jaymie Sheldahl reviewed the primary role of the HATAC as outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the local transit operator (City of Helena) in assessing and prioritizing local needs, enhances coordination among community partners and makes recommendations on various transit related issues. Lead Agency Request to go first on agenda as staff had another meeting at 3:00. Steve Larson and Commissioner Elsaesser left early.

Approval of Minutes:

Mike Hruska made motion and Saundra Lowry seconded to approve February 17, 2015 minutes. No discussion minutes approved.

Executive Committee Updates/Recommendations:

Lead Agency's FY 2016 5311 Grant Application for Financial Assistance (Final Budget/Coordination Plan): City Commission accepted FY16 Coordinated Plan. Commission chose to prioritize fixed route but did not incorporate HATAC recommendations with budget implications in the Preliminary Grant Budget. The City

Commission also disagrees with HATAC Capital Ranking for 5310 funding wanting the Lead Agency request first and MILP request second.

Status of HATAC related recommendations for FY 15-16: MDT doc states role of TAC is to assist the local transit operator (City of Helena) in accessing and prioritizing transit needs; Applications indicates TAC needs to approve Coordination Plan and rank Capital Requests. According to MDT, in our community as current Lead Agency is a governmental entity HATAC is advisory and MDT is looks for Lead Agency Board (Mayor and Commissioners) to approve or disapprove the preliminary grant budget and coordination plan with capital ranking included. Lead Agency Board accepts or approves Coordinated Plan. HATAC offered 3 recommendations for remaining months of FY 15 and six recommendations for FY 16 and incorporated in the draft Coordinated Plan shared with Lead Agency. City Commission accepted Coordination Plan and submitted with their grant preliminary budget and application. City will start FY 2016 City Budget process in coming months. Lead Agency is focusing on 2 fixed routes for now. There was more discussion on Capital Ranking changes by Lead Agency. Consultant David Kack confirmed that it is his understanding that TAC rankings are part of grant applications and that any organization, including Lead Agency can write a letter stating their opinion on ranking. Participants discussed value of having more letters of support following the TAC Capital Ranking recommendation next year. There was discussion about TAC role in Coordination Plan development in the future. For the last 2 years was drafted/edited by the HATAC Coordination Subcommittee then considered by broader membership to advance to Lead Agency. It is EC understanding from MDT that it is the responsibility of the Lead Agency to draft plan in a collaborative effort with TAC. Executive Committee recommends that next year HATAC submit recommendations to Lead Agency for FY 17 and collaborate with Lead Agency on plan development, but not actually draft plan.

Regional Governance Model Roundtable: Call for organization to convene: Next step recommendation of Regional Governance Model Report report was that an organization take the lead on convening a round table discussion of partners interested in continuing the discussion of the report findings and recommended Lead Agency

models for transit for the Helena area. Chair suggested current funding partner (City, County, East Helena or RMDC) take the initiative to convene such a roundtable with said partners, TAC EC and other interested members and supporters.

Slate of Nominees for the year's HATAC Executive Committee:

Vetted nominees include Deborah Swingley Chair, Bob Maffit Vice-Chair, Jaymie Sheldahl Secretary, and Brian Johnson Treasurer. Saundra Lowry (Area Agency on Aging) initially expressed interest in Vice Chair position, but ultimately declined being nominated due to other demands on her time. There was consensus that ballots be circulated electronically via survey monkey link as goal is to have new Executive Committee be announced and to take charge at the April 21st monthly meeting. EA shared as outgoing chair she would be happy to organize electronic ballot, transition new EC in coming month following election and continue as a member.

Meeting Frequency Proposal for FY 16 (Quarterly): Meetings have been monthly because so much going on with series of HITP grants in FY 14 and 15. FY16 starts in July and there will be a leveling out of activity so we won't need to meet monthly unless Lead Agency requests more frequent assistance. Opportunity for an adhoc meeting if Lead Agency needs advice. Saundra Lowery moved that HATAC move to quarterly meetings in FY 16. Les Clark seconded. No discussion. Motion passed unanimously. Monthly meetings will start after July 1, 2015 in new fiscal year. Actual meeting months will be determined by EC and shared with members.

Name change from HATAC to Capital Transit Advisory Council (CTAC): Chair explained as Lead agency is adopting new brand recommendation time for HATAC to change name to Capital Transit. Karen Lane moved Kim Kurokawa seconded, discussion name fits new brand better, passed unanimously.

Member Updates:

Lead Agency (HATS) update at the beginning as Steve needed to leave mtg. early:

Monthly Memo Overview: working with Scott Chapman on route for 2 fixed routes, trying to get map to translate into GIS and have it worked out and have ready for next HATAC

meeting. Steve's goal to go to EC meeting next month with the detail of the fixed routes. Lot of fine detail to put into map and understand next steps. Steve has run the routes to run 30 minutes. 38 stops on both routes combined. The challenges of stops are on Euclid Avenue. Plan for next month is to get map in front of city/county joint commission April 2 and city commission administrative meeting at April 15th meeting. HATAC, HCC, ADA, and non-motorized committee to get comments and feedback. Using prioritized stops to plan map.

Ridership Report: Discussed report included in meeting materials.

Lewis and Clark County-HITP Grant Round 3 Project: Results of survey we took last month and hand out a new survey for this meeting. Everyone felt it has been inclusive process. Give Riders Council more opportunity to speak up and people with disabilities and seniors time to speak at meetings. Readjust agenda so not at end of meeting. Go forward on as many of our recommendations as we can even though it has only been accepted by Lead Agency the County wants to keep moving forward so let press on to get ours.

Riders' Council: Riders Council met on March 12, Steve Larson attended meeting. A line will be installed on HATS phone line, message on phone, suggestion boxed for bus and bus stop. Cannot change complaint form of City. Wants to talk to Selena Barlow about web-site and get Riders Council.

Presentation-Capital Taxi Concept Sketch for ADA Para-transit Service: Due to time constraints presentation will be postponed to April 21 meeting.

Public Comment: No public comment.

Next Meeting Announcement/Adjourn: Next meeting 2:30 pm April 21, 2015 at Intermountain Board Room on Dredge Drive. Highlights include announcement/installment of new Executive Committee members and presentation from Superintendent Larson on 2 proposed

new local routes. Agenda items will be emailed out in 1 week in advance of the April 21st meeting. Meeting adjourned at 3:35pm.

As outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the local transit operator (City of Helena) in assessing and prioritizing local needs, as well as discusses and make recommendations on various transit related issues.

<http://www.helenamt.gov/public-works/hats/helena-transporation-advisory-council.html>